



Probationary Assessment (PA) GroveWare Web Guide

PA Family Medicine & Specialist
Applicant Guidance

Registration Assessments
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Background

GroveWare is an online platform that supports CPSA's Probationary Assessment (PA) Supervisors by focusing attention on relevant assessment opportunities throughout the three-month assessment process.

Supervisors use GroveWare to submit their assessment findings and documentation to CPSA. As the PA applicant, you can view these assessment notes and forms at any time, but cannot edit or comment on submissions.

Purpose

This guidance is intended to help you understand the reporting forms and estimated intervals that your supervisor will follow when using GroveWare to submit assessment findings to CPSA. This guidance also provides you with information on how to use and navigate the GroveWare platform, so that you can review the notes/reports your supervisor has submitted to CPSA.

This guidance document will assist PA Applicants with understanding:

- **Section 1.0:** What is reported through GroveWare
 - **Section 1.1:** Reporting frequency
- **Section 2.0:** Applicant's GroveWare responsibilities
- **Section 3.0:** How to log into GroveWare
- **Section 4.0:** How to use the dashboard
 - **Section 4.1:** Chart Stimulated Recall Forms
 - **Section 4.3:** Interim and Final Reports
- **Section 5.0:** Steps following PA

For assistance or more information, contact CPSA's Registration team at registrationassessments@cpsa.ab.ca.

1.0. What is reported through GroveWare

Your supervisor will use GroveWare to document the assessment throughout the assessment period. These findings will be used to generate the Interim and Final Reports, which are sent to CPSA.

1.1 Reporting frequency

- Formal reporting of progress is done in keeping with the following intervals during the three-month PA¹:
 - Interim reporting occurs at the mid-way point of assessment (approximately 6 weeks)
 - The Final Report occurs at the conclusion of the assessment
- Your supervisor will also enter the following forms throughout the duration of your assessment:
 - [Chart Stimulated Recall Forms](#)

2.0. Applicant's GroveWare responsibilities

While undergoing a PA with CPSA, you will be provided confidential access to GroveWare so that you may review the forms that your supervisor has submitted to CPSA.

Important: Access to GroveWare does not imply that a supervisor is required to give additional feedback, nor should this be an expectation from applicants.

As the applicant, it is your responsibility to:

- Review GroveWare entries on a regular basis throughout your assessment.
 - CPSA **will not** notify you about the status of current or recently added notes.
- Treat GroveWare access responsibly and professionally.
 - You **are not** permitted to request that the supervisor make any modifications to the assessment notes or reports.

¹ Although the Preliminary Clinical Assessment, if required, and the PA will typically be scheduled for three (3) months each, the Practice Readiness Assessment may be terminated at any point by the Assistant Registrar Registration or his/her designate if s/he feels there is sufficient evidence to support a practice readiness decision, be it a pass or a fail determination.

3.0. How to log into GroveWare

To log into GroveWare, [visit this link](#) and enter your login credentials:

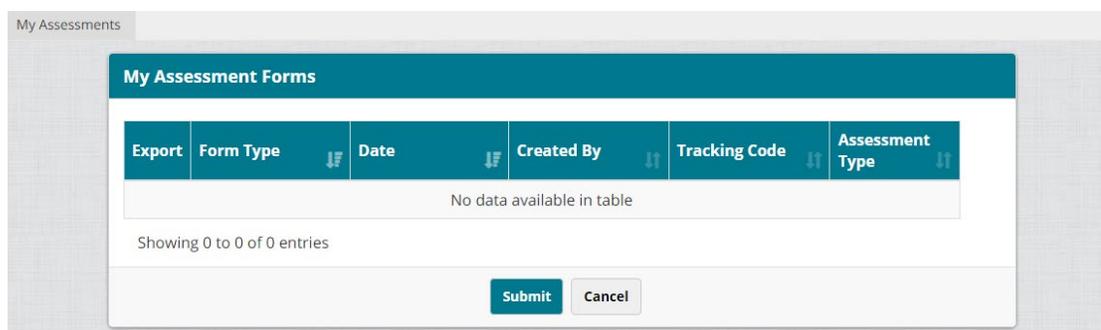
- **Your username:** Your CPSA email address
- **Your password:** Your CPSA Tracking number: **CPSA.#####**
 - Please use your six-digit CPSA tracking number and include **CPSA.** before the number.

Important: You can only access GroveWare on a desktop web browser. GroveWare is not accessible through mobile devices. You must use either the Chrome or Microsoft Edge browser to log in.

4.0. How to use the GroveWare dashboard

After you log in, you will see a dashboard titled **My Assessment Forms**. This dashboard allows you to review read-only versions of the forms your supervisor has submitted to CPSA. All of these forms can be downloaded/extracted as PDF copies. These forms include:

- [Chart Stimulated Recall Forms](#)
- Interim and Final Reports



4.1 Chart Stimulated Recall Forms

Chart Stimulated Recall Forms must be completed weekly. Each week, your supervisor will pull 10-15 of your charts to review and will select two or three to discuss with you. Your supervisors will then complete and submit a Chart Stimulated Recall Form. [Click here](#) to view this form.

By the end of your PA, your supervisor must submit between 12-15 CSR Forms in GroveWare.

4.2 Interim and Final Reports

At the mid-point (6 weeks) and the final-point (12 weeks) of your PA, your supervisor will submit an Interim and Final Report to CPSA.

At the time the reports are due, your supervisor will review their report with you. They will then confirm with us that they have met with you to review the report and will sign and submit it to CPSA.

5.0. Steps following PA

After your supervisor has submitted their report, all forms will be reviewed by CPSA and used by the Assistant Registrar. These forms, in addition to other considerations, will determine your eligibility for licensure on the Provisional Register – Conditional Practice.

Important: Your supervisor **does not** determine whether or not you obtain an independent practice permit. This is the role of the Assistant Registrar at CPSA.

Questions or concerns? If you have any concerns throughout the assessment process, you must first discuss your concerns with your supervisor. If the concerns are not resolved, you may bring the matter to the attention of the Assistant Registrar, Registration or his/her designate.

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